

Important information

Amendments to GHM's Terms of Participation and excerpts from the venue's Technical Guidelines.
The venue's Technical Guidelines also apply.

1. Technical organisation and coordination

The entire technical set up will be arranged by

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Department: Technischer Service
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2. Exhibitor service forms

Exhibitor service forms are available for download from the Exhibitor Portal at www.dach-holz.com.

Closing date for orders: see date on the order forms

Contractual partners reserve the right to charge a fee or surcharge for late receipt of orders.

3. Setting up and dismantling

Setting up: Wednesday, 28 February 2024, from 07:00 a.m. to
Monday, 04 March 2024, 10:00 p.m.

Latest permissible
set-up date: Monday, 04 March 2024, 12:00 noon

Dismantling: Friday, 08 March 2024, from approx. 08:00 p.m. to 10:00 p.m.
Saturday, 09 March 2024, 07:00 a.m.
to Monday, 11 March 2024, 10:00 p.m.

GHM reserves the right to issue passes for setting up and dismantling.

An early extended dismantling is subject to a charge and must be clarified and approved in each individual case. Project management must be informed in advance if set-up is to start later than 12:00 noon on 04 March 2024.

An extension of the set-up time on the last set-up day must be checked in each individual case and is subject to a charge. In addition, a security guard must be booked.

If the dismantling period is exceeded, GHM is entitled to have the stand superstructures removed and stored at the exhibitor's cost and risk. The original condition must be restored after dismantling. The exhibitor must compensate GHM for any damage caused by improper handling.

4. Official media

The official contractual partner is Conteo AG (CH – 8005 Zurich) and Neureuther Fair Media GmbH.

5. Exhibitor passes

Exhibitor passes are available after payment of the participation invoice in the Exhibitor Portal at www.dach-holz.com.

Their use is reserved solely for stand staff; it is forbidden to pass them on to third parties or to sell them. They will be blocked in the event of abuse.

6. Approval

Please use only the admission plan for your detailed planning.

Please check the admission with regard to the following criteria:

- Location of your stand
- Type of your stand, orientation of the open sides
- Dimensions of your stand
- Columns on the stand area
- Restrictions in the construction height

Changes may nevertheless be made.

7. Permits/stand operation

For the operation of stands, we refer the reader in this context to the approval obligations laid out in the technical guidelines of Messe Stuttgart.

Evening events are subject to approval by GHM.

Any waste generated by the exhibitor will be disposed of at the exhibitor's expense. The exhibitor must arrange and supervise the disposal of waste.

8. Stand approval

The Technical Guidelines of Messe Stuttgart, https://www.messe-stuttgart.de/fileadmin/_gcr_/media/service/download/rechtliche_Hinweise/TechnischeRichtlinien.pdf, will apply; you can download them from www.dach-holz.com/en/downloads

Approval for stand structures higher than 3 m, stand areas greater than 100 m² and covered or two-storey stands must be obtained at least 6 weeks prior to the start of set-up.

Set-up work may only begin once the exhibitor has received a copy with the seal of approval from Messe Stuttgart. This seal of approval does not release the exhibitor from its obligation to comply with the relevant guidelines. Upon request from Messe Stuttgart the exhibitor is obligated to immediately provide additional information on the exhibition stand. Messe Stuttgart is not required to ensure compliance with any other guidelines.

Should a violation of the relevant guidelines nonetheless be discovered, Messe Stuttgart may also deny the seal of approval for this reason. You are reminded that in special cases – in your application and on your invoice – the construction documents must be provided to the responsible authorities for review. Regardless of official construction approval, reprovals by Messe Stuttgart regarding issues identified at the stand must be immediately improved. If delay on part of the exhibitor may cause endangerment, Messe Stuttgart is authorised to determine appropriate measures and have them carried out at the cost of the exhibitor.

9. Stand design

Planning and design of the stand must be adapted to the type of stand rented (island, end, corner or row stand). The stand boundaries must in no circumstances exceed the allocated stand space. Care should be taken to ensure open stand design. It is generally recommended that you coordinate stand construction with exhibitors at neighbouring stands.

Partition walls to neighbouring stands over 3 m in height must be clean, neutral and white, without installation material, advertising or art design. The backs of these partition walls must be white, neutral and clean.

The exhibitor undertakes to erect walls on all closed sides of the stand area. Stand structures in excess of 3 m are subject to approval.

The exhibitor must take the character and image of the trade fair into account. In this regard, GHM is authorised to make changes to the design of the stand.

10. Safety assessment of the exhibition stand

Each exhibitor is obliged to perform a hazard assessment of its fair stand in accordance with current occupational safety legislation and relevant accident prevention regulations, taking into consideration the Terms of Participation and Technical Guidelines of Messe Stuttgart as well as the Versammlungsstättenverordnung des Landes Baden-Württemberg (VStättVO), and to undertake all measures to protect the individuals at the stand. A risk assessment document must be presented on demand.

11. Responsibility

Stand set-up and design must be carried out in compliance with all guidelines applicable in Germany (in particular the special construction ordinance, DIN and EN guidelines, VDE regulations as well as the accident prevention guidelines of the employer's liability insurance associations in the respectively valid forms). All of these stipulations apply to both internal and third-party stand designers, decorators and signwriters, as well as to all persons engaged in the set-up and design of the stand on behalf of the exhibitor or at the exhibitor's expense. The exhibitor is responsible for compliance with all regulations and stipulations. The exhibitor must oversee all personnel it employs for the set-up of the stand and ensure their compliance with these regulations. The stipulations of the general portion of the terms of participation and the technical guidelines are not affected.

12. Maximum heights for stand structure and advertising

In some hall zones, the max. construction height may deviate. These zones can be seen in the hall plans.

The maximum height for structures is 6 m. The maximum height for advertising is 7.50 m. Written permission must be obtained from the neighbouring exhibitor for stand structures and advertising over 3 m in height, or a distance of 2 m to the neighbouring stand must be observed.

Stand walls exceeding 3 m in height and facing neighbouring stands must be kept plain white, must be clean and must be free of text and images.

13. Driving, transport and parking

Exhibition halls may only be used by motor vehicles after permission has been granted by the trade fair personnel on site for loading and unloading purposes.

Special transports require advance written approval from GHM. The provisions of the German Road Traffic Regulations (StVO) apply when driving on the trade fair site. Lorries with a weight in excess of 3.5 tons may not be parked in car parks during the trade fair. GHM has the right to have any vehicles parked illegally towed away at the expense of the vehicle's owner.

14. Technical fittings

All technical devices, equipment and fixtures must comply with VDE regulations and locally applicable provisions. Electrical fixtures and fittings may only be installed, connected and inspected at the site of the venue by firms authorised by the venue operator.

15. Trade fair advertising space

Advertising spaces located on the premises of the venue will only be rented to exhibitors directly by the organizer.

16. H.E.S. flat rate (hygiene—energy—safety)

The obligatory H.E.S. lump sum will be used on the one hand to cover the increased overriding energy costs during set-up and dismantling as well as the entire duration of the fair used. On the other hand, this lump sum will cover the costs of the hygiene and security measures hygiene and safety measures necessary for the event, which are necessary to ensure that the trade fair is held, including ticket and admission checks ticket and admission controls as well as increased control, cleaning and ventilation measures. An eco-surcharge is also included.

17. MyBusiness allowance

The MyBusiness allowance includes the following services:

- Online ticket coupons for your customer invitations
- Data about your registered visitors
- Trade fair guide (to order)

18. Trade fair end

The trade fair finishes at 06.00 p.m. on 08 March 2024.

The stand must be duly occupied until the official end of the trade fair. A penalty of € 2,000.00 will be due on each breach of this provision.

Conceptual sponsors:

ZVDH-Zentralverband des Deutschen Dachdeckerhandwerks e.V.
Holzbau Deutschland – Bund Deutscher Zimmermeister im Zentralverband des Deutschen Baugewerbes

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